

Notice of Hearing

Instructions:

Select *Bankruptcy OR Adversary*

Select *Notices re Time to Object and Notices of Hearing; Chapter 13 Trustee on Bankruptcy Menu; Notices & Misc Activities on Adversary Menu*

Enter case number

Verify case number is correct

Select Document Event: [Notice of Hearing](#)

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Enter hearing information

- Hearing Date (00/00/0000)
- Hearing Time
- AM or PM
- Location - Select phone conference or hrg location entry

Select Appropriate Event to which this event relates

- Narrow search by entering category type (motion). Highlight all categories if unsure which category.
- Narrow search further by file date range or document # range.
- Select event

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.